1. What is the first thing you should do when preparing an evaluation presentation? 0 / 1 point

    ○ Create a detailed evaluation report.

    ○ Consider your audience.

    ○ Filter and analyze data.

    ◉ Shape the story of your findings.

    ⊗ Incorrect
    Shaping a story is not the first step. First, you need to consider your audience. Then you should create a detailed report, filter and analyze the data, and communicate your findings.

2. Which are the most *efficient* methods for presenting evaluation findings to senior stakeholders and executives? Select all that apply. 0.5 / 1 point

    ☑ Slide-based report

    ⊘ Correct
    A slide-based report is a visual presentation of the most relevant information, making it appropriate for senior stakeholders. Another efficient method is a summary sheet, which includes a concise write-up of the most relevant information.

    ☑ Full evaluation report

    ⊗ This should not be selected
    Senior stakeholders typically do not need or have time for a detailed analysis. Instead, you should use a method that offers a summary of key information, such as a summary sheet or slide-based report.

    ☑ Raw survey data

    ⊗ This should not be selected
    Raw data is not appropriate for senior stakeholders because they need to know how the data impacts their investment in the project. Instead, you should use a method that offers a summary of key information, such as a summary sheet or slide-based report.

    ☑ Summary sheet

    ⊘ Correct
    A summary sheet is a short write-up that includes the most relevant information, making it appropriate for senior stakeholders. Another efficient method is a slide-based report, which is a visual presentation of the most relevant information.

3. Fill in the blank: By _____ data, you become familiar with survey respondents, results, and what those results mean for project quality.

1 / 1 point

- ○ memorizing and communicating
- ○ transcribing and storing
- ○ collecting and sorting
- ⦿ filtering and analyzing

✓ Correct
Filtering and analyzing can help you understand what the data means and how it answers your evaluation questions.

4. Imagine you are a project manager creating an evaluation presentation based on the results of a customer survey. You analyze the data, learn what the data means, and confirm how the data answers your evaluation questions. What is the *final* step you need to take before presenting your results?

0 / 1 point

- ⦿ Draft a data-driven evaluation report with your findings.
- ○ Shape the story of your findings into a cohesive narrative.
- ○ Think about what is meaningful to your audience.
- ○ Ask your audience members to complete the customer survey themselves.

✗ Incorrect
You should draft an evaluation report earlier in the report process, soon after considering your audience. After you have summarized your report and analyzed and interpreted the data, you should compose the story of the data as a cohesive narrative. This will help you tell the story of the data.